



Valet Parking Permit Application

To request a valet parking permit, all questions must be fully answered and all required documents must be submitted **48 hours** prior to the event or the application will be considered incomplete, and permit request shall be denied. For more information, please see the back of this form, or call the number listed above.

VALET OPERATIONAL DETAILS (Please Print)

1. Valet operation address: _____
2. Date(s): _____ Time(s): _____
3. Pickup/Drop location (be specific): _____
4. Space numbers (If applicable): _____
5. Number of Parking Spaces Drop-Off/Pick-Up Location: _____
6. Off-Site Vehicle Storage Address: _____ Number of Spaces: _____
7. Number of Valet Attendants: _____ Number of Valet Attendants at Peak: _____
8. Include Valet Parking Operations Map and Detail.
9. Letter or copy of agreement between off-site lot owner/operator and valet operator regarding use of off-site location for storage of vehicles during valet operation hours (if applicable). Must include name and contact number of lot owner/operator.

VALET OPERATION LOCATION & BUSINESS INFORMATION (Please Print)

1. Business Name: _____ Address: _____
2. Owner/Manager Name: _____ Phone Number: _____

I have requested the Valet Company listed below to provide valet services for patrons. I have read and agree to all terms and conditions on the back of this form.

Signature: _____ Date: _____

VALET INFORMATION (Please Print)

1. Company Name: _____ Address: _____
2. Contact Name: _____ Phone Number: _____

I have read and agree to all terms and conditions on the back of this form.

Signature: _____ Date: _____

- Business establishment must obtain all proper permits at least forty-eight (48) hours in advance of event before conducting valet service. Valet permits must be kept at the location of the valet service and must be shown to any city official upon request.
- Valet parking operator must provide General Liability Insurance and Auto Insurance on file with the city. An additional insured endorsement must be provided for both along with the Certificate of Insurance. The insurance must be approved by the City's Risk Management prior to commencement of valet operation.

General Liability (MUST name City of Glendale as Additional Insured on Endorsement)

- \$1,000,000 Each Occurrence
- \$2,000,000 General Aggregate

Garagekeepers Liability (MUST name City of Glendale as Additional Insured on Endorsement)

- \$1,000,000 Per Vehicle
- \$1,000,000 Per Location

Auto Liability (MUST name City of Glendale as Additional Insured on Endorsement)

- \$1,000,000 Each Occurrence
- \$2,000,000 Combined Single Limit

Workers Compensation

- \$1,000,000

- Valet parking operator cannot use city streets/city lots/ or parking structures for their vehicle storage/pick-up/ or drop-off without proper written approval from the City of Glendale, Public Works Engineering Division.
- Business establishment and Valet Parking Company owner are responsible for the conduct and actions of their patrons, employees, and valet service.
- Pedestrian walkway, where valet is taking place, must not be blocked at any time and must provide pedestrian passing clearance of at least (5) five feet.
- Valet parking operator must provide adequate staffing to provide valet service at business establishment. Vehicles cannot block travel way while waiting to drop-off/pick-up patrons. No vehicle queuing is allowed on travel way at any time.
- Valet parking operation shall only be conducted at the location and during hours stated on the valet parking permit and approved by the Public Works Engineering Division. Only parking spaces approved by the city shall be utilized.
- All posting of temporary "No Parking" signs shall be completed thirty (30) hours prior to the effective time of the prohibition. The police department shall be notified after the signs are posted, Monday through Friday, from 8:00am to 5:00 PM, at (818) 548-3130. All other times, call (818) 548-4840. Signs shall be removed after valet permit expires.
- Valet operator must provide valet service for the general public without exclusion.
- City reserves the right to revoke or suspend valet parking permit at any time for any reason. Violations of the above results in a revocation of the permit by City and forfeit of all paid valet parking fees.

Insurance Requirements for Valet

1. General Liability (MUST name City of Glendale as Additional Insured on Endorsement)
 - \$1,000,000 Each Occurrence
 - \$2,000,000 General Aggregate
2. Garagekeepers Liability (MUST name City of Glendale as Additional Insured on Endorsement)
 - \$100,000 Per Vehicle
 - \$1,000,000 Per Location
3. Auto Liability (MUST name City of Glendale as Additional Insured on Endorsement)
 - \$1,000,000 Each Occurrence
 - \$2,000,000 Combined Single Limit
4. Workers Compensation
 - \$1,000,000

5. An Additional Insured Endorsement is required naming the City of Glendale as an additional insured *“The City of Glendale, and its officers, agents, employees, and representatives are included as additional insureds under the policy(s).”* . This insurance is primary to the coverage of the City of Glendale. The insurance company will not cancel, terminate, or reduce the insurance afforded under the policy unless 30 days notice of such cancellation, termination, or reduction has been mailed to the City of Glendale.
6. The endorsement must have the policy number printed on it even if there isn't a designated space for it.
7. ***Please note that the City's Special Endorsement (L-15) is no longer acceptable.***
8. See attached for samples of acceptable endorsements.
9. Please be advised that additional insurance may be required based on the description of the event.
10. The Certificate Holder should appear as follows:
 - City of Glendale – Risk Management**
 - 613 E. Broadway, # 100**
 - Glendale, CA 91206**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/07/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, Ho, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

SAMPLE

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ ## DAMAGE TO RENTED PREMISES (Ex occurrence) \$ ## MED EXP (Any one person) \$ ## PERSONAL & ADV INJURY \$ ## GENERAL AGGREGATE \$ ## PRODUCTS - COMPROP AGG \$ ## \$ ##
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ex accident) \$ ## BODILY INJURY (Per person) \$ ## BODILY INJURY (Per accident) \$ ## PROPERTY DAMAGE (Per accident) \$ ## \$ ##
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$						EACH OCCURRENCE \$ ## AGGREGATE \$ ## \$ ##
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / <input type="checkbox"/> N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> \$ ## E L EACH ACCIDENT \$ ## E L DISEASE - EA EMPLOYEE \$ ## E L DISEASE - POLICY LIMIT \$ ##

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of Glendale - Risk Management
 Attn: Veronika Padron
 613 E. Broadway, #100
 Glendale, CA 91206

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

SAMPLE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – STATE OR GOVERNMENTAL
AGENCY OR SUBDIVISION OR POLITICAL
SUBDIVISION – PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

<p>State Or Governmental Agency Or Subdivision Or Political Subdivision:</p> <div style="border: 2px solid green; padding: 20px; text-align: center; font-size: 48px; color: green; font-weight: bold; margin: 20px auto; width: 80%;"> SAMPLE </div> <p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>
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A. Section II – Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

SAMPLE VALET PARKING OPERATIONS MAP

